

University of New Hampshire
Radiation Safety Committee Charter

Purpose

This charter document defines the membership, authority, responsibilities and operating rules of the Radiation Safety Committee at the University of New Hampshire (UNH).

Policy

The Radiation Safety Committee (RSC) is the governing body for all aspects of radiation protection within UNH, including all affiliated research, clinical, instructional and service units utilizing radiation sources in facilities owned or controlled by UNH. The RSC shall ensure that all possession, use and disposition of radiation sources by personnel at UNH complies with pertinent federal and state regulations and with the specific conditions of licenses issued to the University, and that all concomitant radiation exposures are maintained **As Low As Reasonably Achievable** (ALARA).

Responsibilities and Authority

As noted in UNH's Radiation Protection Program, the RSC is responsible for the oversight of the UNH Radiation Protection Program. In fulfillment of this role, the RSC promulgates policies, rules and procedures for the safe use of radiation sources. The RSC has the authority to grant, deny, or withdraw permission for the use of radioactive materials or any other radiation sources within UNH. It is the intent of UNH that no use of radiation occurs without the knowledge and approval of the RSC.

The RSC reports to the Vice President for Research. In its oversight role of the Radiation Safety Officer, the RSC is responsible for the following:

- Establishing UNH policies
- Establishing training procedures and criteria
- Review and approval of all proposals for radionuclide use and conditions of use as proposed by the Radiation Safety Officer
- Voting to approve, disapprove, or amend proposals
- Ensuring that only qualified individuals are permitted to use radiation sources, or to supervise such use by others
- Conducting an annual audit of the Radiation Protection Program that includes a review of documentation and performance required to comply with license conditions, Nuclear Regulatory Commission and State of New Hampshire regulations, and RSC recommendations. This audit is reviewed and discussed at a RSC meeting and is recorded in minutes
- Enforcing compliance with the program, including imposition of sanctions for noncompliance

- Voting to change service vendors as may be required by license, regulation, or commercial requirements
- Maintaining a list of the members and their appropriate training and experience
- Making recommendations to the Vice President for Research on risk management issues related to radiation safety

Membership

Membership of the RSC includes the Director of the Office of Environmental Health and Safety, the Radiation Safety Officer (RSO), faculty who are knowledgeable in the use of radioactive material, and a designated management representative of the Vice President for Research, who is neither a user nor the RSO.

The RSC size and composition shall be large enough to represent the spectrum of radiation users across UNH. The membership process consists of formal appointment to the RSC from the Vice President for Research. Members shall be appointed for a renewable term of three years.

Nominations for membership may be made by existing RSC members to provide representation from major academic, clinical and research areas that use radiation sources. Qualified nominees shall include principal investigators and/or experienced professionals, proficient in the use and handling of radioactive materials, who are knowledgeable about regulatory compliance and UNH policy related to radioactive material use. Representatives of other groups or functions closely associated with the radiation safety program, e.g. purchasing, safety and maintenance may also be nominated.

The RSC Chair and Vice Chair

The Chair has the responsibility for conducting regular RSC meetings and implementing the control functions of the RSC. The Chair works closely with the RSO to ensure that the directives of the RSC are being implemented by the Radiation Safety Officer. The RSC members elect the Chair from within the membership of the RSC for a term of three years. The Vice Chair has the responsibility for conducting regular RSC meetings and implementing the control functions of the RSC in the absence of the Chair. The RSC members elect the Vice Chair from within the membership of the RSC for a term of three years. Upon completion of the Chair's three year term, the Vice Chair will become the Chair for a term of three years. The RSC members shall elect a new Vice Chair from within the membership of the RSC for a term of three years.

Attendance, Alternates, and Replacements

Regular attendance shall be required at RSC meetings. In the event that a member does not attend four consecutive meetings, at the discretion of the Chair, the RSC may vote to request the Vice President for Research (VPR) to appoint a replacement.

In order to plan for temporary absences, each RSC member may nominate a designated alternate. The designee may represent the absent RSC member in all aspects of RSC participation, and shall have the responsibility and authority to act on behalf of that member.

A RSC member may nominate a qualified replacement at any time during the appointed term for the remainder of that term. A formal letter from the VPR to the RSC shall be required to document member appointment. In the event a member or designee leaves UNH, membership is automatically terminated.

Changes to membership and designated attendance shall be documented in writing by the Vice President for Research.

Meetings, Agenda, and Quorum

The RSC meets at least once during each calendar quarter, or more frequently, at the discretion of the Chair. A quorum consists of fifty per cent of its then present membership, and must include the Chair/Vice Chair, the RSO, and UNH Management representative. Designated voting members present are entitled to vote. Between meetings, interim decisions by a majority of all voting members via a mailed ballot, but such decisions shall not be considered final until ratified by vote at a called meeting of the RSC. Parliamentary procedures shall be determined by *Robert's Rules of Order*, as appropriate. At these meetings, the RSC conducts the following activities:

- Sets UNH radiation safety policy
- Reviews records and reports from the RSO, results of regulatory and outside inspections, written procedures, laboratory audits performed by the RSO and Radiation Safety Officer staff
- Reviews and approves or disapproves Authorizations as proposed by the Radiation Safety Officer. Authorizations shall be approved only if the user has fulfilled the training or competency requirements outlined in UNH license
- Reviews inventories, procurement, possession limits, and other actions with radioactive materials covered under the Authorizations
- Reviews training programs
- Reviews organization and maintenance of records of the RSC's proceedings, including radiation safety evaluations
- Reviews manuals and procedures issued by the Radiation Safety Officer and emergency response plans, including agreements, if any, with offsite emergency response agencies
- Conducts reviews of laboratory performance and implements an enforcement program to ensure compliance with the requirements of the Radiation Protection Program
- Recommends changes in policies and procedures, as appropriate

Reports, Records, and Minutes

The minutes of the RSC meetings, together with all reports submitted to the RSC, serve as the official documentation of the radiation protection program of UNH. The minutes of each meeting shall include the date of the meeting, the members present and absent, a summary of deliberations and discussions, and recommended action items. Following each meeting, minutes shall be prepared in draft form and copies sent to all members for review and comment.

A majority vote at the next meeting shall be taken to approve the contents of this document.

A copy of the minutes of all RSC meetings shall be kept on file in the records management system in the Office of Environmental Health and Safety.

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